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ABSTRACT

This paper examines a variety of money-saving devices and operations that high schools can employ. It suggests differentiated staffing and provides a chart to show possible delegation of responsibilities. Regarding the use of equipment, the paper suggests acquiring a bulk mailing permit, using a postage machine, doing in-school printing, limiting use of phones, and operating machinery in a cost-efficient manner. Other methods of saving money discussed in this paper include recycling of materials and prevention of theft and vandalism through the use of alarm systems. (Author/LD)

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THE NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

64th ANNUAL CONVENTION AND EXHIBIT

MIAMI BEACH, FLORIDA - JANUARY 11-15, 1980

ECONOMIZING IN THE HIGH SCHOOLS

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INTRODUCTION

Throughout our nation, school systems have been feeling the effects of a declining budget. The public is demanding greater student competence in reading, writing and mathematics while the schools are given fewer resources to accomplish this formidable task. The arguments against budget cuts in education have been voiced loud and clear by school administrators, teachers, parents, politicians and students, as they should be, but at the same time every school system must examine the efficiency of its own operation in order to maintain its credibility.

The information contained in this booklet deals with a variety of areas in a high school where potential moneysaving devices can be employed. We stand firmly convinced that with the introduction of these types of economy measures, a large school system will save millions of dollars that can ultimately be restored to the classroom for purposes of instruction.

Our mission for today is, therefore, to share with our colleagues some of the techniques that have enabled us to better cope with the budget crisis. We hope it proves as useful to you and your schools as it already has for ours.

Sincerely,

Alan Irgang
Leonard Gelber

1. Staff

a. Differentiated Staffing

When Principals are given the authority and freedom to select and assign personnel in accordance with the needs of their schools, it usually follows that these assignments will result in a significant savings in time and/or money. The chart below points out a few of the areas where such savings can be realized.

Assignment	Performed By	Cost	Length of Time in Assignment	Savings	Comments
Switchboard Operator	Secretary	$13,230	7 hours	-	Usually dislike this Assignment
	*School Aide(2)	$ 7,248	8 hours	$5,982+ 1 hour	Can make early morning calls for substitutes
	Students (6)	-	7 hours	$13,230	Excellent experience for business students
School Treasurer	Teacher	$6,667	2 hours	-	
	*Paraprofessional	$6,212	6 hours	$455+ 4 hours	Advantages 1. No rotation 2. Better coverage of office 3. Can handle additional work
	*School Aide	$3,624	4 hours	$3,043+ 2 hours	
Attendance and/or Deans' Office	Teacher	$10,000	3 hours	-	
	*Paraprofessional	$ 6,212	6 hours	$3,788+ 3 hours	Advantages Can handle all clerical work thereby freeing Deans for building control
	*School Aide	$ 3,624	4 hours	$6,376+ 1 hour	
Transportation and/or School Lunch Passes	Teacher	$6,667	2 hours	-	
	*Paraprofessional	$6,212	6 hours	$455+ 4 hours	Must select someone who is able to work under extreme pressure
	*School Aide	$3,624	4 hours	$3,043+ 2 hours	

*Based on 170 working days during the school year.

b. The Suggestion Box - A Valuable Tool

In the excitement of attempting to resolve our daily school problems, we frequently overlook a valuable source of information...namely, the staff. A sound idea originating with a teacher, secretary, guidance counselor, etc., often never gets voiced when neither encouragement nor interest is shown by the Principal. Accordingly, we have in our main office an "Economy Suggestion Box." Staff members are frequently reminded and urged to submit their ideas for reducing school costs. At the end of the school year the originator of the best idea is rewarded with two tickets to a popular show of their choice or a gift equivalent in value. We find there is broad staff participation and more important many of our current school policies emanated from the suggestion box.

2. Equipment and Machinery

a. Bulk Mailing Permit

The use of a bulk mailing permit will result in substantial savings for any non-profit organization such as a public high school. The particulars are as follows:

Cost - a. Annual fee of $40.00

b. A one-time permit fee of $30.00

c. Cost per piece (up to 3 ounces) is 3.1¢ for non-profit organizations

d. Private companies pay 8.4¢ per piece (also up to 3 ounces)

Procedure -

a. Application must be made. Forms available at Post Office.

b. A non-profit organization making application for a permit must also provide:

1. a copy of its by-laws

2. a statement from the Internal Revenue Service indicating it's a tax-exempt institution.(Form No. 501)

3. a sample of the type of material which will be mailed.

Requirements for Mailing -

a. At least 200 pieces or 50 pounds of mail must go out at one mailing.

b. Every piece going out at a given mailing must be identical in size and weight.

c. Mail must be pre-sorted by ZIP code number.

d. Mail must be tied or rubber-banded in packets of 10 or more pieces.

e. Mail must be printed material or circulars...NO FIRST CLASS MAIL.

Approximate Savings - $3000.00 per year (at Franklin D. Roosevelt HS)

b. Postage Meter/Postage Machine

The conversion to a postage meter and postage machine is another way in which significant savings can be realized in a high school. Our postage machine was purchased in September 1977 at a cost of $1300.00. The postage meter was acquired at the same time, but was only available on a rental basis. At the present time our cost for the meter rental is $40.50 per quarter or $162.00 per year. This rate is based upon the average amount of postage used monthly. During the past 2½ years, we have come to recognize the following as the major advantages of this machine:

Advantage	Reasons
Efficiency	1. Outgoing mail handled much faster as moistening and affixing of individual stamps are eliminated. 2. Unnecessary to sort through a variety of stamp denominations to figure out proper postage. 3. Responsibility assigned to one secretary
Economy	1. Since using the postage meter there has been a 1/3 reduction in the total number of stamps used....approximate savings is $1500.00 per year. 2. Eliminates personal use of stamps by staff as well as loss or misplacement.
Neatness	Letters not only look neater and more businesslike, but the messiness of "sticky fingers" is eliminated

c. *In-School Printing*

Our print shop not only trains students for jobs in the high-paying printing industry in New York City, but provides, as well, in-school printing savings and an additional source of outside income for school purposes. Our printing equipment is of commercial grade, equivalent in finished product to the best of commercial printers' output. By printing the school's program cards, transcription cards, graduation programs, lateness forms, report cards, literary journal, school newspaper, and school stationery, we save approximately $5,000.00 per year. In addition, we print such miscellaneous items for out-of-school customers (and staff) as political campaign posters, desk pads, stationery, business cards, menus, invitations, etc. at lower than market prices. In the two months of our printing operation we have obtained several hundred dollars worth of orders and anticipate that, with the expansion of this business following appropriate publicity, we may produce as much as $10,000 worth of orders annually. The value of these savings and income can be clearly appreciated by knowing that their total is roughly equal to that of the school's annual expense budget. In effect, our print shop has doubled our available funds for running the school.

d. *Use of Phones*

Where cheaper, mailing is encouraged as an alternative to long-distance calls. With certain critical exceptions, no staff member may dial an outside call. With a supervisor's approval, he informs the switchboard operator of the party to be called, purpose of call, and number. The operator dials the call and logs it for weekly inspection by an administrator. Long-distance calls may be made only with the Principal's prior written approval. All telephone instruments are locked. This system resulted in a 37% reduction in local calls in the first year by comparison with the previous system in which staff members dialed their calls directly. The figures have been consistent in the succeeding years. Similarly, toll calls were reduced from 64 to a range of 14 to 32 per year.

e. *Proper Use of Machinery and Equipment*

It is axiomatic that the larger the number of people handling equipment, the greater the probability of equipment malfunction. We select the fewest possible people for careful training in the use of duplicating, copying, stencil-making, grading, and audio-visual equipment. This cadre of trained operators becomes custodians of the equipment, which is kept in a secure area under lock and key, and only they operate it under the supervision of an administrator to whom they are accountable. We have a related policy of routing all equipment repair requests through a central school unit so that the service man will make one visit instead of half a dozen, with significant labor cost savings. It is also useful to canvass staff, particularly Industrial Arts and Business Education faculty, for mechanical expertise in minor repairs. Finally, except for authentic emergencies, staff may not make personal use of school facilities and equipment, i.e., phones, duplicating equipment, and materials.

3. Materials

a. Recycling

Considerable savings can be accomplished by back-to-back mimeographing, the reuse of envelopes, the use of blank envelopes for intra-school communication, reuse of twine, typing on the reverse side of obselete materials where draft copies are feasible, etc.

b. Economical Use

By posting a single copy of informational material on a prominent bulletin board, it becomes unnecessary to duplicate hundreds of copies for staff distribution. In the course of the year many reams of expensive paper can thus be saved. This approach is suitable for announcements, memoranda, bulletins, and conference minutes. Where appropriate, the material in the posted copy can be supplemented by announcements at departmental or faculty conferences or on the school's public address system.

c. Consolidation of Bulletins and Notices

Where material that emanates from separate sources within the school is of school-wide importance, instructions can be given through a central administrative unit for funneling these disparate sources through that office for publication or announcement.

d. Class Sets

Aside from basic textbooks, of which each student should have a copy, there are innumerable materials which can be used in class sets of 40, or so, for an entire department. Thousands of copies and scores of thousands of dollars can thus be saved without depriving teachers and students of necessary instructional materials. This could apply to selected brochures, pamphlets, booklets, supplementary readings, dictionaries, etc.

A Way to Cut Vandalism and Save Money

Putting School Vandals in the Dark

In
American School & University

SIX years ago, Sam Wolf had one of those ideas that is simple, effective, and cost-free. As school district security director, he wanted to reduce crime and vandalism in his San Antonio, Texas, schools. So he reviewed the district's record of burglary, vandalism, and arson, picked the 21 most troublesome buildings, and *turned off the lights* when they were closed. "Everybody thought I was nuts," says Wolf, "but it worked, and is still working. Nobody, not even a thief, likes to be in the dark."

Wolf knows the method works because, at the end of the first three months, there was a 31 percent decrease in vandalism costs and a $90,000 decrease in utility costs. Wolf then extended the program and blacked out every school in the district. The pattern of lowered costs has continued. Before the program began, costs for new glass, painting, and other repairs and replacements had been $150,000-$160,000 per year. In fiscal 1977, the total cost was $76,000, and that included a $20,000 arson case.

The savings allowed Wolf to concentrate on daylight prevention programs—more patrols and an upgraded electronic surveillance system. He has also involved neighbors in a "save your tax dollars" campaign where citizens anonymously report suspicious activities to the 24-hour security monitoring office. The dispatcher notifies both district security units and city police. This has cut daytime vandalism considerably, but the problem of crime during the daylight hours when schools are closed is still the focus of attention.

One further benefit: Wolf points out that, when darkness keeps vandals and other violators away from the schools, they tend to drift to other areas such as malls or commercial and residential areas where, he says, they are more readily noticed and apprehended. This gives the entire community a better prevention factor. □

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Condensed from American School & University, *L (May 1978), 38.*

b. Library Detection System

Most schools are engaged in a battle to maintain the efficiency of their libraries by reducing the incidence of book theft. They write overdue notices, send for students, withhold report cards, inspect bookbags, etc., but usually meet with only minimal success. This was precisely the situation at Franklin D. Roosevelt High School until we installed an anti-theft system. Basically, the detection system provides for the sensitizing of every library book. After this process is completed, an alarm is triggered when any book is taken past the detection area located at the entrance to the Library. The system functions with equal efficiency regardless of whether or not the book is carried in one's hand, hidden in one's briefcase or inside one's clothing. As indicated in the chart below, this system which costs approximately $7,000.00 will more than pay for itself in two years:

Year	# of Books At Start of School	# of New Books Received	# of Books End of School Yr.	# of Books Missing	Approximate Value of Missing Books
1976-77	31,129	2,068	31,851	1,346	$5,200.00
1977-78	31,851	3,394	33,870	1,375	$5,450.00
1978-79	33,870	1,323	33,675	1,518	$6,980.00
**1979-80	33,675	1,000	*34,615	60	$ 395.00

* Inventory taken during week of December 17-21, 1979.
** Library Detection System installed September 1979.

c. Intrusion Alarm and Use of Staff

The installation of a sophisticated intrusion alarm system for $10,000 - $15,000 pays for itself in two or three years. Periodic break-ins over a period of years cost Bushwick High School some $70,000 in stolen equipment and property destruction. Following the installation of our alarm system, the three break-ins we experienced led to immediate police arrests and the preservation of the integrity of the building. Admittedly an outlay of major funding for an intrusion alarm system may not be financially possible. Within the building, however, administrative measures may be undertaken to provide minimum security for expensive equipment and the prevention of vandalism. Teachers should be instructed, and regularly reminded, to lock their classroom doors when rooms are not in use. Such doors, especially in equipment storage areas, should be fitted with tamper-proof dead-bolt locks and, if funding permits, Police Fox locks. Keys to the latter should be controlled by the kind of supervisory system mentioned above, i.e., supervisors, administrators, or program coordinators with legitimate access to the equipment. All valuable equipment should be stored away in such secure rooms during extended holiday periods and summer vacations. A well-defined system of teacher and para-professional patrols in halls and stairways helps cut down vandalism, bulletin board defacement, and thefts.